

6/4/25

**CONTRACT FOR PROFESSIONAL SERVICES  
BETWEEN  
COUNTY OF GLOUCESTER  
AND  
PENN MEDICINE EAP**

**THIS CONTRACT** is made effective this 4<sup>th</sup> day of **June, 2025** by and between the **COUNTY OF GLOUCESTER**, a body politic and corporate of the State of New Jersey, with administrative offices at 2 South Broad Street, Woodbury, New Jersey, 08096, hereinafter referred to as "**County**", and **PENN MEDICINE EAP**, with offices at 3535 Market Street, 4<sup>th</sup> Floor, Philadelphia, PA 19104, hereinafter referred to as "**Contractor**".

**RECITALS**

**WHEREAS**, there exists a need by the County to contract for professional services in the provision of an Employee Assistance Program ("EAP") to benefit County employees, as per **RFP-25-038**.

**WHEREAS**, Contractor represents that it is qualified to perform the said required services and desires to so perform pursuant to the terms and provisions of this Contract.

**WHEREAS**, this Contract is awarded pursuant to, and consistent with, the County's Fair and Open Procurement Process and the terms and provisions of N.J.S.A. 19:44A-20.4.

**NOW, THEREFORE**, in consideration of the mutual promises, agreements, and other considerations made by and between the parties, the County and the Contractor do hereby agree as follows:

**TERMS OF AGREEMENT**

**1. TERM OF SERVICES**. This Contract shall be effective for a period of one (1) year from June 26, 2025 to June 25, 2026.

**2. COMPENSATION**. Contractor shall be compensated in an amount not to exceed \$25,000.00 pursuant to the unit prices set forth in and subject to all terms and provisions of the Contractor's proposal dated May 9, 2025, submitted in response to the County's Request for Proposal, RFP-25-038.

Contractor shall be paid in accordance with this Contract document upon receipt of an invoice and a properly executed voucher. After approval by the County, the payment voucher shall be placed in line for prompt payment.

Each invoice shall contain an itemized, detailed description of all work performed during the billing period. Failure to provide sufficient specificity shall be cause for rejection of the invoice until the necessary details are provided.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the County arising out of, or by reason of, the work done and materials furnished under this Contract.

**3. DUTIES OF CONTRACTOR.** The specific duties of the Contractor shall be for the provision of an Employee Assistance Program (EPA) to benefit County employees as set forth in **RFP-25-038**, and Contractor's Proposal dated May 9, 2025, which is incorporated herein as Exhibit A and made a part of this Contract.

Contractor agrees that it has or will comply with, and where applicable shall continue throughout the period of the Contract to comply with, all of the requirements set out in RFP-25-038.

**4. FURTHER OBLIGATIONS OF THE PARTIES.** During the performance of this Contract, the Contractor agrees as follows:

a. The Contractor will not discriminate against any employee or applicant for employment, and will ensure that equal employment opportunity is afforded to all applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, veteran status or military service. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

b. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

c. The Contractor will send to each labor union with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the vendor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

d. The Contractor, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

e. The Contractor agrees to make good faith efforts to meet targeted County employment goals established in accordance with N.J.A.C. 17:27-5.2.

5. **LICENSING.** If the Contractor, or any of its agents, is required to maintain a license in order to perform the services which are the subject of this Contract, then prior to the effective date of this Contract, and as a condition precedent to its taking effect, Contractor shall provide to the County a copy of all current licenses to operate in the State of New Jersey, which license shall be in good standing and shall not be subject to any current action to revoke or suspend, and shall remain so throughout the term of this Contract.

Contractor shall notify the County immediately in the event of suspension, revocation or any change in status (or in the event of the initiation of any action to accomplish such suspension, revocation and/or change in status) of license or certification held by Contractor, or its agents and/or subcontractors.

6. **TERMINATION.** This Contract may be terminated as follows:

a. Pursuant to the termination provisions set forth in the Bid Specification, or in the Request for Proposals, if any, as the case may be, which are specifically referred to and incorporated herein by reference.

b. If Contractor is required to be licensed in order to perform the services which are the subject of this Contract, then this Contract may be terminated by County in the event that the appropriate governmental entity with jurisdiction has instituted an action to have the Contractor's license suspended, or in the event that such entity has revoked or suspended said license. Notice of termination pursuant to this subparagraph shall be effective immediately upon the giving of said notice.

c. If, through any cause, the Contractor, where applicable, shall fail to fulfill in timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the County shall thereupon have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract, shall be forthwith delivered to the County.

d. The County may terminate this Contract for public convenience at any time by a notice in writing from the County to the Contractor. If the Contract is terminated by the County as provided herein, the Contractor will be paid for the services rendered to the time of termination.

e. Notwithstanding the above, the Contractor, where applicable, shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Contractor, and the County may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due the County from the Contractor is determined.

f. Termination shall not operate to affect the validity of the indemnification provisions of this Contract.

**7. NO ASSIGNMENT OR SUBCONTRACT.** This Contract may not be assigned, nor subcontracted by the Contractor, except as otherwise agreed in writing by both parties. Any attempted assignment or subcontract without such written consent shall be void with respect to the County, and no obligation on the County's part to such subcontractor or assignee shall arise, unless the County shall elect to accept, and consent to, such assignment or subcontract.

**8. INDEMNIFICATION.** The Contractor or subcontractor, where applicable, shall be responsible for, shall keep save and hold the County harmless from, and shall indemnify the County against, any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disability, including death, to employees or recipients of the Contractor's services or to any other persons, or from any damage to any property sustained in connection with this contract which results from any negligent acts or omissions of any of its officers, directors, employees, agents, servants, or independent contractors, or from the Contractor's failure to provide for the safety and protection of its employees, or from Contractor's performance or failure to perform pursuant to the terms and provisions of this Contract, whether or not due to negligence, fault, or default of the Contractor. The Contractor's liability under this Contract shall continue after the termination of this Contract with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.

**9. INSURANCE.** Contractor shall, if applicable to the services to be provided, maintain general liability, automobile liability, business operations, builders and Workers' Compensation insurance in amounts and with companies deemed satisfactory by the County. Said policies shall be in compliance with any applicable requirements of the State of New Jersey and of the United States. Contractor shall, simultaneously with the execution of this Contract, deliver certifications of said insurance to County, naming the County as an additional insured.

If Contractor is a member of a profession which is subject to suit for professional malpractice, then Contractor shall maintain and continue in full force and effect, an insurance policy for professional liability/malpractice with limits of liability acceptable to the County. Contractor shall, simultaneously with the execution of this Contract, and as a condition precedent to its taking effect, provide to County a copy of a certificate of insurance, verifying that said insurance is and will be in effect during the term of this Contract.

The County shall review the certificate for sufficiency and compliance with this paragraph and approval of said certificate and policy shall be necessary prior to this Contract taking effect. Contractor also hereby agrees to continue said policy in force and effect for the period of the applicable statute of limitations following the termination of this Contract, and shall provide the County with copies of certificates of insurance as the certificates may be renewed during that period of time.

**10. SET-OFF.** Should Contractor either refuse or neglect to perform the services which Contractor is required to perform in accordance with the terms of this Contract, and if expense is incurred by County by reason of Contractor's failure to perform, then and in that event, such expenses shall be deducted from any payment due to Contractor. Exercise of such set-off shall not operate to prevent County from pursuing any other remedy to which it may be entitled.

**11. PREVENTION OF PERFORMANCE BY COUNTY.** In the event that the County is prevented from performing this Contract by circumstances beyond its control, then any obligations owing by the County to the Contractor shall be suspended without liability for the period during which the County is so prevented.

**12. NON-WAIVER.** The failure by the County to enforce any particular provision of this Contract, or to act upon a breach of this Contract by Contractor, shall not operate as or be construed as a waiver of any subsequent breach, nor a bar to any subsequent enforcement

**13. PARTIAL INVALIDITY.** In the event that any provisions of this Contract shall be, or become, invalid under any law or applicable regulation, such invalidity shall not affect the validity or enforceability of any other provisions of this Contract.

**14. NOTICES.** Notices required by this Contract shall be effective upon mailing of notice by regular and certified mail to the addresses set forth above, or by personal service, or if such notice cannot be delivered or personally served, then by any procedure for notice pursuant to the Rules of Court of the State of New Jersey.

**15. GOVERNING LAW, JURISDICTION AND VENUE.** This agreement and all questions relating to its validity, interpretation, performance or enforcement shall be governed by and construed in accordance with the laws of the State of New Jersey. The parties each irrevocably agree that any dispute arising under, relating to, or in connection with, directly or indirectly, this agreement or related to any matter which is the subject of or incidental to this agreement (whether or not such claim is based upon breach of contract or tort) shall be subject to the exclusive jurisdiction and venue of the state and/or federal courts located in Gloucester County, New Jersey or the United States District Court, District of New Jersey, Camden, New Jersey. This provision is intended to be a "mandatory" forum selection clause and governed by and interpreted consistent with New Jersey law and each waives any objection based on forum non conveniens.

**16. INDEPENDENT CONTRACTOR STATUS.** The parties acknowledge that Contractor is an independent contractor, and is not an employee, or agent of the County.


**17. BINDING EFFECT.** This Contract shall be binding on the undersigned, and their successors and assigns.

**18. CONTRACT PARTS.** This Contract consists of this Contract document, RFP-25-038 issued by the County, and the Contractor's Proposal. Should there occur a conflict between this Contract or RFP-25-038, and Contractor's Proposal, then this Contract, or the RFP, as the case may be, shall prevail.

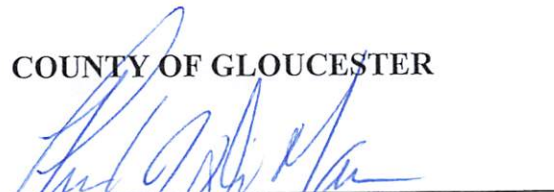
**THIS CONTRACT** is effective as of the date first written above.

IN WITNESS WHEREOF, the County has caused this instrument to be signed by its Director and attested by its Board Clerk, pursuant to a Resolution of the Board of County Commissioners passed for that purpose, and Contractor has caused this instrument to be signed by its properly authorized representative and its corporate seal affixed the day and year first above written.


ATTEST:

  
LAURIE J. BURNS,  
CLERK OF THE BOARD

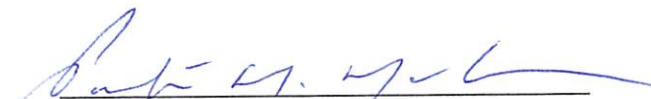
COUNTY OF GLOUCESTER

  
FRANK J. DIMARCO, DIRECTOR

ATTEST:

  
ANA RODRIGUEZ  
EXEC. ASSISTANT

PENN MEDICINE EAP

  
By: PATRICK MAHANGER  
Title: CHIEF OPERATING OFFICER

# EXHIBIT A



Penn

REQUEST FOR PROPOSAL FOR  
EMPLOYEE ASSISTANCE PROGRAM

RFP # 25-038

COUNTY OF GLOUCESTER



SUBMISSION DEADLINE  
AT WHICH TIME PROPOSALS WILL BE OPENED IS

May 16, 2025  
10:00 am

ADDRESS ALL PROPOSALS TO:

KIMBERLY LARTER, QUALIFIED PURCHASING AGENT  
PURCHASING DEPARTMENT  
COUNTY OF GLOUCESTER  
TWO S. BROAD STREET  
WOODBURY, NJ 08096

Data provided herein is for the purpose of The  
County of Gloucester EAP Proposal and is  
proprietary and should not be used or  
disseminated for any other purposes.



**Transmittal Letter**

May 9, 2025

Attention: Kimberly Larter, Qualified Purchasing Agent  
Purchasing Department  
County of Gloucester  
Two South Broad Street  
Woodbury, New Jersey 08096

Dear Ms. Larter:

Since June of 2015, Penn Medicine EAP has been honored and appreciative to provide the County of Gloucester with access to our Employee Assistance and Work-Life Benefits programs and services.

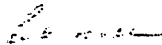
At Penn Medicine EAP, we are committed and strive daily to achieve our vision of promoting workplace mental health and wellbeing for all, and to realize our mission of providing confidential counselling, care, and support to assist organizations progress and promote a more preemptive, preventative approach to workplace mental health to safeguard the wellness and wellbeing of their employees.

Penn Medicine EAP is an integral part of Penn Medicine<sup>1</sup>. From founding the first U.S. hospital and medical school more than two centuries ago, to pioneering today's mRNA vaccines and cancer treatments, Penn Medicine has always shown the world what comes next. Today, our 40,000+ team members forge forward, achieving extraordinary levels of collaboration across departments and labs to write the future of medicine.

As part of the collaborative network of Penn Medicine, Penn Medicine EAP is uniquely positioned to consistently and continually develop and train its EAP Clinicians on innovations in healthcare, as we steadfastly evaluate, develop, pilot, and implement innovative, evidenced-based clinical care models to deliver effective and efficient clinical care and services to our clients and patient populations. We are also able to provide your employees with access to world class clinicians and faculty, and to the full suite of the capabilities, services and resources across the entire Penn Medicine health system.

Penn Medicine EAP would be honored to continue our long-standing relationship with the County of Gloucester, and respectfully submits the attached Request for Proposal for your review and consideration.

With warmest regards,



Patrick Mahanger  
Chief Operating Officer  
3535 Market Street  
Philadelphia, Pennsylvania 19104  
Office: (215) 662-2899  
E-mail: [mahap@pennmedicine.upenn.edu](mailto:mahap@pennmedicine.upenn.edu)  
Click [here](#) to access the Penn Medicine EAP website

- B. The County shall have the right, in its sole discretion, to declare this agreement terminated in the event of any material breach of this agreement by the successful proposer. Such termination shall be effective upon the expiration of ten calendar (10) days' notice to the successful proposer. However, the County shall not have the right to declare the contract terminated in the event the vendor cures said breach within the notice period.

Note: Supplemental information may be requested and an interview may be required.

**12. COST PROPOSAL:**

- A. The Cost Proposal should provide one fee for Per Employee per Month (PEPM) which covers all of the following services:**

- 24 hour crisis toll-free telephone response
- 3 face-to-face assessment, counseling, and referral services per employee per year as needed
- 1 on-site manager/supervisor training
- 1 on-site wellness seminar
- 1 on-site critical incident
- Telephonic Management Consultation
- 3 Substance Abuse Professional Services
- Quarterly and Annual Service Utilization Summaries
- On-site management/supervisor orientation to be provided within 30 days of contract award (4 four-hour sessions at 2 locations for the County of Gloucester)
- Promotional materials (500 business cards and 200 brochures identifying Employee Assistance Program, Company Name and toll free number)
- Web-based work/life services regarding issues that impact one's daily life
- Consumer Legal services

- B. Additional fees for additional support services (as listed below) should also be provided in the cost proposal if these services are charged over and above the PEPM fee:**

- On-site health/benefit fairs/program promotion
- On-site conflict mediation
- On-site workgroup intervention
- On-site Management consultation
- Additional services
  - Substance Abuse Professional Services
  - On-site Wellness seminars
  - On-site manager/supervisor training
  - On-site critical incident

The County does not provide payment for or reimbursement for travel expenses.