



**Trainee Employee Assistance Program (TEAP) Provider  
(Drug and Alcohol Counselor)**

**SUBCONTRACT RFP**

**THIS IS A SUBCONTRACTING OPPORTUNITY  
PROPOSALS DUE 6/3/22**

**This Scope of Work** is provided as a description of the Trainee Employee Assistance Program (TEAP) services required by the Cincinnati Job Corps Center operated by Insights Training Group under contract with the United States Department of Labor (See Attachment 1).

**ARTICLE I: Definitions**

- A. "Center" as used in this agreement shall mean the Cincinnati Job Corps Center, a residential training and education institution located at 1409 Western Ave, Cincinnati, OH 45214
- B. "Center Director" as used in this agreement shall mean the individual duly appointed by center operator with responsibility and authority for planning, budgeting, contracting, directing, and operating the entire program at the center.
- C. "Center operator" as used in this agreement shall mean the Insights Training Group, LLC 327 North Main Street, Marion, VA 24354.
- D. "Students" as used in this agreement shall mean those individuals who are enrolled in the center and entitled to services as hereinafter defined.
- E. "Subcontractor" as used in this agreement shall mean the individual, or firm, whose personnel are certified and/or licensed by the state of Ohio as required, and who is presenting this proposal for consideration.
- F. "Department of Labor" as used in this agreement shall mean the United States Department of Labor, Employment and Training Administration (ETA), Office of Job Corps, or its designee.

**ARTICLE II: Statement of Work/Performance**

Pursuant to its contract with the Department of Labor, the center operator is obligated to provide training services and a health and wellness program to students. Therefore, the center operator hereby engages the subcontractor, and the subcontractor will agree to perform services related to the foregoing health and wellness program. Specifically, the subcontractor agrees to perform the tasks and services set forth in the statement of work that is attached to and hereby incorporated into this agreement as Attachment 1.

**ARTICLE III: Staffing Requirements**

Subcontractor is responsible for providing all staff necessary to fulfill the aforementioned agreement commitments. In conformity with the Policy and Requirements Handbook (PRH) staffing requirements, the minimum acceptable staff shall be one (1) TEAP for 31-40 hours per week, 52 weeks per year. This contract is for the period starting June 1<sup>st</sup> through May 31<sup>st</sup>, of each contract year.

The Center Director shall have the right to request removal and replacement of any staff assigned by the subcontractor as set forth



herein. Subcontractor agrees to comply with any such request and the staff member may be replaced by the subcontractor as soon as practical at no cost to the center. "Staff" for the purpose of this article shall mean and include professional and nonprofessional employees of the subcontractor. The subcontractor shall identify one health professional to assume the responsibilities of the center TEAP.

#### **ARTICLE IV: Period of Performance**

Standard facility contract year runs from June 1<sup>st</sup> to May 31<sup>st</sup> of the following year. The parties mutually agree that this agreement shall be in effect from the point when an award notification is provided to the subcontractor by the Center's Purchasing Agent. The agreement also includes the possibility of 12-month extensions as approved.

#### **ARTICLE V: Compensation/Payment/Limitation**

##### **A. Compensation**

Remuneration for services rendered will be at a dollar-per-hour rate for:

CJCC 2022 CONTRACT YEAR (June 1, 2022 through May 31, 2023) or whatever the remaining balance of the contract year shall be. This also includes any continuation of services as approved with the inclusion of optional year extensions if any are available.

##### **B. Payment**

Payment shall be made within thirty (30) days of receipt by the center operator of an acceptable invoice.

#### **ARTICLE VI: Indemnification and Insurance**

The subcontractor does hereby agree to indemnify and hold harmless the center operator; the center; the Department of Labor and their officers, agents, and employees from any claim, action, lawsuit or liability for injury or damage to any person or property arising out of performance of this agreement. The subcontractor is required to maintain a current professional liability policy with a limit of at least \$1,000,000 per claim, \$3,000,000 annual aggregate.

#### **ARTICLE VII: Independent Contractor**

This agreement is not intended by the parties to constitute or create a joint venture, partnership, formal business organization of any kind, or employer/employee relationship between the parties, and the rights and obligations of all parties shall be only those expressly set forth herein. Neither party shall have authority to bind the other except to the extent authorized herein. The parties to this agreement shall remain as independent contractors at all times, and neither party shall act as the agent for the other.

Subcontractor shall secure and keep current, at its own expense, all licenses and other certifications required by law or otherwise necessary to fulfill the statement of work. Subcontractor shall be solely and exclusively liable to third parties for all costs incurred by the subcontractor and for all claims of damage against the subcontractor arising out of or based on subcontractor's performance of this agreement, and is responsible for maintaining proper insurance, at the subcontractor's sole expense, to cover any and all such contingencies. Subcontractor shall also assume full responsibility for payment of any and all federal, state, and local taxes or contributions imposed or required under unemployment insurance, social security, and income tax laws, with respect to subcontractor's performance under this agreement.



**ARTICLE VIII: Termination of Agreement**

This agreement may be terminated by the center operator, Department of Labor, or subcontractor upon thirty (30) days written notice. The notice shall be effective on the same date as duly posted in the United States mail, certified, addressed and postage paid. The notice shall be sent to the affected parties at:

To the center: Cincinnati Job Corp Center  
Attn: Center Director  
1409 Western Ave  
Cincinnati, OH 45214-2041

To the center operator: Insights Training Group, LLC  
327 N. Main Street  
Marion, VA 24354

To the Subcontractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The center operator also reserves the right to terminate this agreement, in whole or in part, with or without notice.

**ARTICLE IX: General Provisions**

The parties agree that the following provisions are applicable to this agreement:

- A. That the subcontractor agrees to perform its services in accordance with professional standards and policies, procedures, and guidelines as may be established, from time to time, by the Department of Labor and/or the center operator. The subcontractor further agrees and acknowledges that the Department of Labor and the center operator reserve the right to change, modify, alter, and revoke the said policies, procedures, and guidelines.
- B. That no services under this agreement shall be delegated or subcontracted without the express written permission of the center operator.
- C. That the center operator may at any time, by written order, make reasonable requests for amendments and additions, within the general scope of this agreement, in the definition of services and tasks to be performed, the time, and the place of performance thereof.
- D. That the subcontractor shall maintain confidential health records on each student. These records shall be maintained in accordance with all Department of Labor and Job Corps standards and shall be the property of the Department of Labor.
- E. That the subcontractor shall make no public statements with respect to this agreement or its work there under and shall issue no public statements or advertising or conduct research related thereto without the prior written approval of the Center Director and the Department of Labor.
- F. That the subcontractor shall provide the center operator with current copies of professional licenses and insurance certificates.



- G. That it is understood and agreed that the services provided by subcontractor are subject to monitoring and review by the Department of Labor.
- H. That this agreement is subject to the terms and conditions of the center operator's prime contract and certain provisions contained therein may be applicable to subcontractor. It is hereby understood and agreed that the provisions set forth in Attachment 2, if any, are hereby incorporated into this agreement by reference and shall have the same force and effect as though set out in full text herein.
- I. The agreement shall be construed and enforced in accordance with the laws of the state of Ohio.
- J. If any term or provision of this agreement is held to be illegal, invalid, void, and/or unenforceable, for any reason, such term or provision shall be fully severable; this agreement shall be construed and enforced as if such illegal, invalid, void, and/or unenforceable term or provision had never comprised a part of this agreement; and the remaining terms and provisions of this agreement shall remain in full force and effect.
- K. This agreement can only be modified in writing executed by each of the parties or their authorized agents.
- L. This writing is intended by the parties to be the final expression of their agreement and is a complete and exclusive statement of its terms, and all communications, negotiations, considerations, and representations, whether written or oral, between the parties with respect to the subject matter of this agreement are incorporated. Other than as specifically set forth in this agreement, no representations, understandings, and/or agreements have been made or relied upon in the making of this agreement.
- M. Evaluation of Award:  
Insights Training Group, LLC anticipates the award of a single contract as a result of this solicitation to the responsible offeror whose proposal is responsive to the solicitation and is determined to be the best value. Selection of the best value is determined through the process of evaluating strengths and weaknesses of each offeror's proposal in accordance with the evaluation criteria stated herein.

In determining the best value, credentials are more important than past performance. Credentials and past performance combined are more important than cost. Insights Training Group LLC is more concerned with obtaining a proposal demonstrating superior credentialing and past performance than making an award at the lowest evaluated cost. Thus, the closer or more similar in merit that the offerors' credentials and past performance are evaluated to be; the more likely the evaluated cost may be the determining factor in selection for award. However, Insights Training Group, LLC will not make an award at a premium in cost that it considers disproportionate to the benefits associated with the evaluated superiority of the offeror's credentials and past performance.



## Attachment 1

### Trainee Employer Assistance Program (TEAP) STATEMENT OF WORK

Develops and implements Trainee Employee Assistance Program, which includes assessment, intervention, counseling, relapse prevention and education.

#### A. Substance use prevention and education, to include:

- Minimum of a 1-hour interactive presentation on substance use prevention for all new students during the Career Preparation Period.
- Presentation(s) on managing substance misuse, abuse, and dependency conditions in the workplace students during the Career Development and Transition Periods.
- At least three annual center-wide substance use prevention and education activities.
- Clinical consultation with Center Director, management staff, Center Mental Health Consultant, and Health and Wellness Director regarding substance use related prevention and education efforts for students and staff.
- Coordination with other departments/programs on center to develop integrated prevention and education services.

#### B. Assessment for identification of students at risk for substance use problems to include:

- Review of Social Intake Form (SIF) or intake assessment of all students performed by counseling staff within 1 week of arrival.
- Formalized assessment measures (e.g., SASSI3 or SASSIA2) and clinical judgement to determine students' risk levels for substance use.
- Collaboration with the Center Mental Health Consultant to determine when a MSWR or medical separation is appropriate and should be recommended for a student with substance use conditions.

#### C. Intervention services for students identified at an elevated risk for substance use, to include:

- Individual and group intervention services with a focus on behaviors that represent employability barriers.
- Collaboration with the Center Mental Health Consultant for students with co-occurring conditions of mental health and substance use.
- Referral to off-center substance abuse professionals or agencies for ongoing treatment and/or specialized services.

#### D. Drug and alcohol testing, to include:

- Drug and alcohol testing procedures
- Policies related to positive drug or alcohol tests.
- Notification of drug or alcohol test results.



**Attachment 2**

Insights Training Groups, LLC Terms and Conditions can be found on Insights Website at [www.insightslc.net](http://www.insightslc.net).



**Vendor's Proposal**

**A. TEAP Information:**

Name: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_

**B. Compensation**

- 1.) Base Period – (June 1, 2022 through May 31, 2024) Remuneration for services rendered will be at the rate of **[\$\_\_\_\_]** dollars per hour for an average of (31-40) hours per week.
- 2.) Option Period 1 – (June 1, 2024 through May 31, 2025) Remuneration for services rendered will be at the rate of **[\$\_\_\_\_]** dollars per hour for an average of (31-40) hours per week.
- 3.) Option Period 2 – (June 1, 2025 through May 31, 2026) Remuneration for services rendered will be at the rate of **[\$\_\_\_\_]** dollars per hour for an average of (31-40) hours per week.
- 4.) Option Period 3 – (June 1, 2026 through May 31, 2027) Remuneration for services rendered will be at the rate of **[\$\_\_\_\_]** dollars per hour for an average of (31-40) hours per week.

_____ Signature	_____ Date	_____ Authorized Official (Signature)	_____ Date
_____ Print Name		Cincinnati Job Corps Center	
_____ Company		Insights Corporate Finance	_____ Date
_____ Address			
_____ City, State, Zip Code			
_____ Phone#			
_____ Email Address			

**\*Please include all licenses, relative past performance, pertinent credentialing, resume, and any applicable insurance coverages (i.e., general & malpractice).**