



STATE OF DELAWARE  
DEPARTMENT OF HUMAN RESOURCES  
STATEWIDE BENEFITS OFFICE

08/17/20

ISSUED BY: Laurene Ehemann  
RFP and Contract Manager, Statewide Benefits Office  
302-739-8331

SUBJECT: **AWARD NOTICE**  
**CONTRACT NO. DHR2003-EAP**  
**Request for Proposal for an Employee Assistance Program**

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TABLE OF CONTENTS  
OF  
KEY CONTRACT INFORMATION

1. CONTRACT PERIOD .....	2
2. VENDOR .....	2
3. PRICING .....	2
ADDITIONAL TERMS AND CONDITIONS.....	2

## KEY CONTRACT INFORMATION

### 1. CONTRACT PERIOD

[\(Return to Table of Contents\)](#)

The contract shall be valid for a two and one-half year period beginning January 1, 2021 and ending June 30, 2023. It may be renewed for two one (1) year periods through negotiation between the contractor and State Employee Benefits Committee. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

### 2. VENDOR

[\(Return to Table of Contents\)](#)

Vendor Name: ComPsych Corporation Address: NBC Tower - 455 N. Cityfront Plaza Drive, Chicago, IL 60611 Primary Contact Name: Michael Garfield, Sr. VP Phone: none Email: mgarfield@compsych.com Contact Laurene Ehemann, RFP and Contract Manager, Statewide Benefits Office, 302-739-8331, laurene.ehemann@delaware.gov FSF Number:
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### 3. PRICING

[\(Return to Table of Contents\)](#)

\$0.65 PEPM (Per Employee Per Month that is enrolled in a health insurance plan. Prices will remain firm for the term of the contract year.

## ADDITIONAL TERMS AND CONDITIONS

[\(Return to Table of Contents\)](#)

### 4. FORCE MAJEURE

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

### 5. AGENCY'S RESPONSIBILITIES

The State Employee Benefits Committee (SEBC) shall give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services. As stated in the contract, the SEBC has several remedies available to resolve non-performance issues with the Contractor. If the issue is a part of the contract, the Agency must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.

**For all other Terms and Conditions, please refer to the contract.**