

**OCEAN COUNTY LIBRARY COMMISSION
NOTICE OF REQUEST FOR PROPOSAL FOR
EMPLOYEE ASSISTANCE PROGRAM**

NOTICE IS HEREBY GIVEN, that Pursuant to N.J.S.A. 19:44A-20.4 et seq., The Ocean County Library Commission is seeking the services of an Employee Assistance Program service provider as detailed in the enclosed Request for Proposal (RFP).

The Request for Proposal (RFP) will be made available by contacting the Ocean County Library's Purchasing Department by emailing vdingle@theoceancountylibrary.org or by calling 732-914-5422.

Proposals must be enclosed in a sealed package bearing the name of the proposer and "**Employee Assistance Program**" on the outside and submitted to The Ocean County Library, 101 Washington Street, Toms River, NJ 08753, Attn: Purchasing Department.

Proposals must be received prior to **1:00PM**, prevailing time on **March 3, 2026**. The Ocean County Library will not be responsible for late mail deliveries and no proposal will be accepted if received after the time stipulated in this notice. Proposals may be hand delivered to the Ocean County Library's Purchasing Department.

Proposals will be reviewed by the Library Committee consisting of members of the management team, who may elect to conduct discussions with responsible proposers who submit proposals determined to be eligible for award, at a date determined by the Library.

Respondents shall comply with the requirements N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

If you have any questions regarding the project, please contact Ms. Jennifer Doderer, Human Resource Director at 732-349-6200, extension 5428.

The right to reject any and all bids is reserved.
By order of the Ocean County Library Commission.

Signed: **SUSAN QUINN**
Director

SARA SIEGLER
Assistant Director

VERONICA DINGLE
Buyer

CORINNE BANIOWSKI
Buyer