

CITY OF LA CROSSE
REQUEST FOR PROPOSAL (RFP)
CITY EMPLOYEE WELLNESS PROGRAM

PURPOSE AND SCOPE

The City of La Crosse, is seeking proposals from independent, qualified professionals to provide and administer an employee wellness program. This is a part-time, contracted service.

The City requires a program that provides employees who elect to participate, a structured process of evaluating, monitoring and improving or maintaining their overall health and well-being.

General Description & Background

The City of La Crosse currently employs approximately 500 full-time employees . All regular, non-represented employees will be eligible to participate in the wellness program. Participation may expand to include eligible represented employees at some point in the future, as well as part-time employees.

Responsibilities

Wellness Program Contracted Provider shall be responsible for:

- Creating a total wellness program, including individual and group programs to engage total employee population and to improve lifestyle habits and wellness
- Developing, designing, and administering a successful incentive program with the purpose of maximizing participation
- Providing detailed and summarized reports to program participants regarding their current state, program goals and progress
- Maintaining a web portal with capability to track on-site health and wellness activities and individual performance measurements and results
- Providing input to the City of La Crosse on goals and strategies to improve program effectiveness
- Providing the City a summarized status of the program in terms of participation and overall wellness improvements
- Maintaining a part-time, on-site coordinator to support communication and administration of programs. This position will maintain regular business hours for a minimum of 10 hours per week.

The City of La Crosse shall be responsible for:

- Providing a listing of eligible employees and contact information to start the program
- Assisting in registering employees for scheduled program appointments
- Assisting in distributing program materials
- Processing any incentive or benefit payments for eligible participants

TERMINATION

Termination of wellness provider services shall be in accordance with the terms and conditions of the written agreement between the City of La Crosse and the wellness service provider. The rights, duties, and obligations arising from or under any written agreement between the wellness service provider and

City of La Crosse may not be modified or assigned, in whole or in part, without the expressed written consent of the parties thereto.

RIGHT TO REJECT

The City reserves the right to reject any and all proposals submitted and to request additional information from all respondents. Any contract awarded will be made to the wellness service provider who, based on evaluation of all responses, applying all criteria and oral interviews if necessary, is determined to be the best qualified to perform this service.

PROPOSAL SUBMISSION REQUIREMENTS

Format

The proposal from wellness service provider candidates should clearly address and provide:

1. Their ability to support the responsibilities identified to administer the program
2. Rate per employee to provide the service for a full benefit year
3. Experience in this service area, including length of time in business
4. Three client references of similar size and service needs

Timing

Responses shall be submitted to the City of La Crosse Deputy Director of Human Resources, David Buroker, at the following address not later than 4:00 P.M., CDT, on Friday, September 21, 2018:

City of La Crosse
ATTN: David Buroker, Deputy Director of Human Resources
400 La Crosse Street
La Crosse, WI 54601
Or via e-mail at: burokerd@cityoflacrosse.org

SELECTION CRITERIA AND TIMEFRAME

Selection will be based upon the respondent's ability to address all items noted in the format section of this RFP and the provision of a competitive fee schedule that can meet the City's budgetary requirements.

For additional information or answers to questions please contact David Buroker, Deputy Director of Human Resources at 608-789-7574 or via email burokerd@cityoflacrosse.org