

**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 [cbaniowski@theoceancountylibrary.org](mailto:cbaniowski@theoceancountylibrary.org) or by calling 732-914-5424.

Sealed proposals shall be submitted to:

The Ocean County Library  
101 Washington Street  
Toms River, NJ 08753  
Attn: Purchasing Department

and must be received prior to **1:00PM**, prevailing time on **February 6, 2024**. 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.

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

**PHIL ROSENOW**  
Buyer

**CORINNE BANIOWSKI**  
Buyer