

REQUEST FOR PROPOSALS  
Marin County E3 Employee Wellness Program

Background – County of Marin Wellness Initiative

In the spring of 2011, the County of Marin developed its E3 Employee Wellness Program. It is the mission of the E3 Employee Wellness Program to provide opportunities that engage, educate, and empower our workforce in leading healthy and active lifestyles that support overall well-being.

Purpose

The County of Marin, through its Human Resources Department, requests proposals for the following work:

**The provision, by certified provider(s), of services that will engage, educate and/or empower County of Marin employees about their health and well-being (“Health and Wellness Services”).**

Program Information

Health and Wellness Services appropriate for the workplace may be provided to interested County of Marin employees, at designated County of Marin facilities, during participant’s non-working hours. The County of Marin will not fund Health and Wellness Services. Instead, selected providers, if any, may charge County of Marin employees directly for Health and Wellness Services. Health and Wellness Services might include, for example, exercise classes, cooking demonstrations, lectures, stress reduction techniques, etc. Selected Health and Wellness Services, if any, will be advertised to County of Marin employees in our monthly wellness newsletter.

Submission and Evaluation Requirements

The proposal shall contain the required following information:

1. The Applicant’s name, address, phone, and e-mail contact information along with the names and contact information for the people who will provide each proposed Health and Wellness Service;
2. A detailed description of each proposed Health and Wellness service along with samples of any materials you will distribute;
3. The Applicant’s qualifications, including length of time providing each proposed Health and Wellness Service, and certifications and/or licenses obtained;
4. A description of Applicant’s experience, if any, providing Health and Wellness Services in a workplace environment;
5. A copy of the Applicant’s professional liability insurance (see Section 6 of the County of Marin’s Professional Services Contract)<sup>1</sup>;
6. The proposed dates and times of each proposed Health & Wellness Service;
7. The cost per participant of each proposed Health & Wellness Service; and

---

<sup>1</sup> Proof of Workers’ Compensation insurance must be provided where appropriate or a statement of exclusion if not applicable. Applicant must provide a written statement that they retain an updated certificate of insurance for professional liability for all independent contractors to be used in the service of the contract. If the Applicant (wellness vendor) is approved, and prior to scheduling the first class, they must add County of Marin as an additional insured on the general liability policy and the certificate of insurance must receive approval by Risk Management Division.

8. Two professional recommendations.

All submissions will be evaluated by the Health and Wellness Review Panel, who will make selection recommendations to the Director of Human Resources. The selection recommendations will be based upon the requirements listed above, and the clarity and completeness in which the Applicant responded to this RFP and our wellness program goals. Interviews may be required, as necessary. The Director of Human Resources retains complete discretion in final selection, including the right to reject all proposals and not provide Health & Wellness Services at this time. Appeals to this process shall not be granted.

**By submitting a proposal, the Applicant agrees to be bound by and execute the attached County of Marin Professional Services Contract.**

Schedule

Submissions to this RFP will be received on an on-going basis.

All proposals must be mailed to Joanne Peterson, Director, Human Resources, 3501 Civic Center Drive, Suite 415, San Rafael, CA 94903.