

PUBLIC NOTICE

REQUEST FOR PROPOSALS (RFP# 16386 / Event 7075)

Cuyahoga County, on behalf of the Department of Human Resources, is soliciting proposals from agencies and organizations to provide the following services: Employee Assistance Program Administration

Copies of the proposal specifications are available from the Department of Purchasing. Please call (216) 443-7200 to request a copy of the RFP and to be placed on the official plan holders' list. A "Plan Holder of Record" is one who has received the RFP directly from the Cuyahoga County Department of Purchasing. Obtaining documents from any other source will not make the vendor a plan holder of record. Vendors are highly encouraged to be on the official plan holder's list to ensure they receive all documents and addenda related to the RFP. Proposals received from vendors, regardless of whether a plan holder of record, will be deemed non-responsive if all required documents are not included in the submittal.

A pre-proposal conference is scheduled via telephone conference on June 30, 2026 at 10:00am.
The call-in number (440) 462-2064 Access Code: 175 006 441
Proposal specifications will not be distributed at the conference.

Vendors are also encouraged to register in the Cuyahoga County Supplier Portal, the County's Electronic Bid Submissions program, and to receive notices of future bid opportunities [Phone: (216) 443-7200]. Go to <https://www.cuyahogacounty.gov/purchasing> and click on the link for INFOR Supplier Portal Registration.

Completed proposals must be submitted as follows:

To the Cuyahoga County Administrative Headquarters Department of Purchasing, 2079 East 9th Street, 2nd Floor, Room 2-200, Cleveland, Ohio 44115 no later than 11:00am (Local Time) on July 20, 2026. The official closing time shall be determined by the wall clock located in the Cuyahoga County Department of Purchasing (SAME ADDRESS). Late bids will be returned unopened.

OR

In the Cuyahoga County Supplier Portal System no later than 11:00am (Local Time) on July 20, 2026. The official closing time shall be determined by the Supplier Portal clock. Late bids will not be opened.

Duplicate responses will be deemed non-responsive.

Paul J. Porter, Director
Department of Purchasing

Publish on Department of Purchasing website on: June 17, 2026

This notice may be viewed at the following Cuyahoga County Internet site:
<https://www.cuyahogacounty.gov/purchasing> by selecting "Notices and Contracts Search." At "Select Item Type to view by" click on "Notices." Next enter the "Notice Bid Close Date" range or "Notice Number" and select "search" to view applicable notices.