

ATTACHMENT “B” – Provide answers to the following questions and submit with your proposal.

Proposal Questionnaire

1. How much lead time would you require to implement the District as a new client? How would the transition occur?
2. Who would be the district’s primary contact for consultation and program implementation? Who would be the District’s primary contact for ongoing program administration? What is his/her background?
3. Please provide a sample of the type of reports that the District would receive. How often would the District receive the reports?
4. Please provide background, qualifications and experience of staff providing assessment and treatment to clients
5. Please provide a list of all locations, including address and telephone numbers, where District clients could meet with EAP counselors.
6. Please describe how client contacts are handled with your originations (i.e., switchboard, message center, intake counselor, etc.).
7. Do you have a 24-hour toll-free number available for employee to call? Are counselors/treatment available on a 24-hour basis? What is the number and type of staff available during non-business hours? What are your normal business hours?
8. If short-term counseling is required, how many sessions would you provide for the member?
9. What experience have you had in coordinating treatment within an employee’s health insurance network and benefit plan limitations?
10. What experience have you had in performing a survey of employees utilizing your service to gather data on their satisfaction?
11. Do you provide fit for duty services? If no, what can you provide in regards to fit for duty?
12. What experience do you have with crisis intervention on site?
13. Do you provide wellness services? If yes, to what extent?
14. Do you provide local facilities convenient for staff if face to face sessions are needed?
15. Do you provide facilities for College students if face to face services are needed?
16. Do you provide virtual services for College students? Is the student’s location a determining factor?
17. What types of management consultation and training, on site, can you offer and facilitate?