



**Request for Proposal (RFP) - Employee Assistance Program  
Questions and Answers  
August 30, 2022**

**Question 1:** Will you accept electronic signatures on the forms?

**Answer 1:** Yes, the forms may have electronic signatures.

**Question 2:** Please confirm that the required forms, attachments such as sample utilization report and training catalogs, cover page, and table of contents are not included within the 25-page proposal limit.

**Answer 2:** Yes, the 25-page limit is only applicable to the responses to the Criteria Questions found in the Narrative Section 5. The 25-page limit also excludes resumes.

**Question 3:** Is the organization seeking to retain the 6-session counseling model?

**Answer 3:** Vendors should describe their proposed counseling models and number of sessions.

**Question 4:** How many hours of the following services are you interested in receiving?

- a. Onsite training/orientation/educational seminars
- b. Onsite health fair/event participation
- c. Onsite critical incident support events (# events/# hours)
- d. Webinar training

**Answer 4:** See RFP Section 1.2 page 4 – “Vendors should fully describe how the service process will work and provide:

- Description of counseling topics proposed
- Delivery format
- **Number of hours estimated for proposed counseling topics**
- Detailed per employee cost to provide counseling sessions – per participant cost must be inclusive of all associated costs.
- Proposers should provide a description of how reports will be provided.”