

**Request for Proposal
Ouray County, Colorado
Re: Employee Assistance Program (EAP)**

Ouray County is seeking Requests for Proposals for Employee Assistance Programs. Proposal should include a letter of interest; resume outlining credentials, references, and fee schedule for services. It is the responsibility of each EAP provider to ensure that its proposal is received at the designated location at or before the closing time. Any proposals received after the scheduled closing time will not be considered. **Two (2) copies of the proposal along with a flash drive copy must be placed in a sealed envelope marked “2023 EAP Services Proposal” and submitted by mail or by courier to Ouray County Administration, Ouray County Courthouse, P. O. Box C, 541 4th St., Ouray, CO 81427, and received no later than 4:00 p.m. on Monday, December 5, 2022.** For further information, see the County website: www.ouraycountyco.gov. Successful proposer shall represent Ouray County predominately over other clients without creating a conflict of interest and have at least five years of experience providing similar services.

Awarding of the proposal is not based solely upon low quotation price, but on the best overall value to Ouray County in accordance with the Ouray County Purchasing Manual. The Ouray County Board of County Commissioners reserves the right to reject any and all proposals, to waive any and all informalities, or to accept the proposal for the contract which in its judgment best serves the interest of the County, and the right to disregard all non-conforming, non-responsive, or conditional proposals.

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**Request for Proposal
Ouray County, Colorado
2023 Employee Assistance Program (EAP)**

Ouray County is seeking Requests for Proposals for Employee Assistance Programs. The proposal shall include the items listed below:

- Provide a summary of services and costs to be provided;
- Summary of available plans (3-visit plan, 5-visit plan, etc.);
- Summary of add-on services available;
- Availability of EAP to be provided via Telemedicine;
- Availability of EAP to be provided in our region for in-person visits;
- Availability for County volunteers to be eligible;
- Provide a summary of eligibility;
- Provide summary of annual cost of the program;
- Provide summary of Per-Employee Per-Month (PEPM) cost of the program; and
- List of organizations that EAP services are provided for by your company for reference purposes.

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Proposal should include a letter of interest; resume outlining credentials, references, and fee schedule for services. It is the responsibility of each EAP provider to ensure that its proposal is received at the designated location at or before the closing time. Any proposals received after the scheduled closing time will not be considered. **Two (2) copies of the proposal along with a flash drive copy must be placed in a sealed envelope marked “2023 EAP Services Proposal” and submitted by mail or by courier to Ouray County Administration, Ouray County Courthouse, P. O. Box C, 541 4th St., Ouray, CO 81427, and received no later than 4:00 p.m. on Monday, December 5, 2022.**

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Attachment A

Company Information Form

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Consulting Firm's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Office phone: _____

Cell: _____

Fax: _____