

FORM A: PROPOSAL
(See B7)

1. Contract Title EMPLOYEE ASSISTANCE (COUNSELLING) SERVICES

2. Bidder

Name of Bidder

Street

City

Province

Postal Code

Facsimile Number

(Mailing address if different)

Street or P.O. Box

City

Province

Postal Code

The Bidder is:

(Choose one)

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

The Bidder hereby authorizes the following contact person to represent the Bidder for purposes of the Proposal.

Contact Person

Title

Telephone Number

Facsimile Number

4. Addenda

The Bidder certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract:

No. _____ Dated _____

5. Time

This offer shall be open for acceptance, binding and irrevocable for a period of sixty (60) Calendar Days following the Submission Deadline.

6. Signatures

In witness whereof the Bidder or the Bidder's authorized official or officials have signed this

_____ day of _____, 20_____.

Signature of Bidder or
Bidder's Authorized Official or Officials

(Print here name and official capacity of individual whose signature appears above)

(Print here name and official capacity of individual whose signature appears above)

FORM B: PRICES
(See B9)

EMPLOYEE ASSISTANCE (COUNSELLING) SERVICES

UNIT PRICES

ITEM NO.	DESCRIPTION	SPEC. REF.	UNIT	APPROX. ANNUAL QUANTITY	UNIT PRICE	AMOUNT
Part One						
1.	Counselling	C1	Hour	2250		
2.	Addiction Counselling					
2a	Individual assessment	C1	Per person	5		
2b	Group treatment for up to ten (10) weeks;	C1	Per person	4		
2c	Follow up group for up to twelve (12) weeks.	C1	Per person	2		
3.	On-site critical incident stress debriefings - Groups	C1	Session	2		
4.	On-site critical incident stress debriefings - individuals	C1	Session	15		
5.	Any other additional cost required to complete the Work of the Contract	C1	Session	1		
TOTAL BID PRICE (GST and MRST extra) (in figures)\$ _____						
(in words) _____						

Name of Bidder

Part Two						
6.	Wellness workshops	C1.3	Hour	84		
7.	Consultation to management	C1.3	Hour	10		