

REQUEST FOR PROPOSALS

Employee Assistance Program

The Seattle Housing Authority (SHA) is seeking proposals from qualified service providers to assist SHA in providing employee assistance services for SHA employees to help them manage and resolve personal and employment difficulties in order to successfully perform their jobs. Difficulties include, but are not limited to, alcohol and drug dependency, financial or legal problems, job stress or burnout, anger management, family or child problems, domestic violence, interpersonal relations, and other life and employment situations.

Obtaining the RFP:

Visit our website at <http://www.seattlehousing.org/business/consulting/requests> to obtain a copy of the RFP. Any addenda issued for this RFP will be published at the above-referenced website and proposers are responsible for checking the website prior to submission of proposals for any addenda. If you are unable to download the RFP or addenda, you may call Pam Montgomery, Sr. Contract Administrator, at (206) 615-3378.

Questions: Any questions or requests for further information must be submitted in writing no later than *12:00 Noon on Wednesday, August 12, 2009* to the Sr. Contract Administrator noted above by fax at (206) 615-3410, by e-mail at pmontgomery@seattlehousing.org, or by mail at the address below.

Submission Deadline: Sealed proposals (one original and 3 (three) copies) must be received not later than *2:00 PM on Monday, August 24, 2009* at SHA's street address below. Proposals sent by U.S. Mail should be addressed to the P.O. Box below and must be delivered to SHA by the deadline stated above. Faxed or e-mailed submittals will not be accepted.

Seattle Housing Authority
Purchasing Division
Attention: Pam Montgomery, Sr. Contract Administrator
120 Sixth Avenue North
P.O. Box 19028
Seattle, Washington 98109-1028

Diversity: SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, and small businesses to submit proposals or to participate in a subcontracting capacity on SHA contracts.

Rights Reserved: SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all proposals.

LIZ ALZEER
Contracting and Procurement Manager