



A Full Service Mental Health Practice

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EMPLOYEE ASSISTANCE SERVICES BID

RFQ NUMBER: DEP15383
BUYER: CB - 23
BID OPENING DATE: 04/21/2011
BID OPENING TIME: 1:30 PM

Company: Highland Behavioral Health Services Inc.
aka Process Strategies

Contact Person: Nicolette Keivy Bell

A handwritten signature in black ink that reads 'N Bell'.

Title: EAP Director

Telephone Number: (304) 634-7752

Fax Number: (304) 348-1017

Email Address: nkeivy@highlandhosp.com

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WV PURCHASING
DIVISION

Process Strategies

55 REASONS WHY YOUR COMPANY NEEDS PROCESS STRATEGIES EMPLOYEE ASSISTANCE PROGRAM

Company Improvements:

Increased Profits • Increased Morale • Increased Productivity • Increased Work Performance • Increased Employee Retention • Increased Employee Loyalty • Increased Employee Relations • Increased Employee Commitment • Increased Mental Wellness • Management Support • Employee Conflict Resolution • Decreased Absenteeism • Decreased Accidents • Decreased Workers' Comp Claims • Decreased Hospitalizations • Decreased Stress & Anxiety • Decreased Substance Abuse • Decreased Employee Turnover • Decreased Employee Anger • Decreased Employee Grievances • Decreased Employee Conflicts

Employee Improvements:

Improved Balancing of Work/Family Issues • Improved Coping Strategies • Improved Parenting Skills • Family/Marriage Problem Resolution • Eating Disorder Treatment • Improved Interpersonal Skills • Gambling Addiction Treatment • Improved Adolescent-Parent Relations • Trauma & Loss Guidance • Substance Abuse Treatment

Program Advantages:

Direct Employee Access to Clinicians • Customized Employees Literature • 24 Hour Access • Toll Free Crisis Line • Statewide Access • Evening Appointments • Emergencies Scheduled Immediately • Urgent Appointments Within 24 Hours • Follow-Up & Back-To-Work Services • Fully Licensed Clinicians • Professional Referrals • Supervisory & Self-Referral Systems • Confidential Treatment • Supervisor Training • Company Identified Health Promotion Seminars • Crisis Incident Stress Debriefings • Ongoing EAP Promotion • Workplace Violence Awareness • Policy Development & Support • Semi-annual Utilization Reports • Competitive Rates

For more information regarding Process Strategies'

Employee Assistance Program, please contact:

Nicolette Keevy Bell

EAP Director

(304) 634-7752

nkeevy@highlandhosp.com

PROCESS STRATEGIES EAP ADVANTAGE

Top Ten Reasons to Choose Process Strategies EMPLOYEE ASSISTANCE PROGRAM

1. Single Call Access. No Service Menus. No Case Management Referrals.
2. 24-Hour Access Line Response by Clinical Staff, after Regular Office Hours.
3. Evening Appointments Available.
4. On-Site Clinicians are Available.
5. Over Twenty-Five Licensed Clinicians Available for Appointments.
6. Customized Promotional Materials that Use Your Organization's Name and Logo.
7. Menu of Services Allows Your Organization to Select EAP Components that Meet the Needs of Your Organization.
8. Training for Both Supervisors and Employees on the Benefits of EAP as well as How to Use the Program.
9. EAP Utilization Reports are Used to Analyze Trends in Workforce and Determine Effectiveness of EAP Services.
10. Well-Workplace Services at Your Site, Such as Health Fairs, Seminars, and Newsletters.



State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. Application is made for 2.5% resident vendor preference for the reason checked:
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. Application is made for 2.5% resident vendor preference for the reason checked:
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. Application is made for 2.5% resident vendor preference for the reason checked:
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. Application is made for 5% resident vendor preference for the reason checked:
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: HIGHLAND BEHAVIORAL HEALTH SVS INC Signed: [Signature]
 Date: 4/20/2011 Title: Chief Operating Officer

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: HIGHLAND BEHAVIORAL HEALTH SERVICES, INC. AKA PROCESS STRATEGIES

Authorized Signature: [Signature] Date: 4/20/11

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 20 day of April, 2011.

My Commission expires October 4, 2020, 20 .

AFFIX SEAL HERE

NOTARY PUBLIC Nancy K. Eubank

