

Winnebago Tribe of Nebraska



Request for proposals (RFP)

Employee Assistance Program (EAP) Services

The Winnebago Tribe of Nebraska with offices in Thurston County, Nebraska, on the Winnebago Reservation is hereby requesting letters of interest with details of qualifications from Counselor for EAP Services for Winnebago Tribal Employees and families. The Winnebago Tribe will have a designated area for counseling sessions. The contractor selected will be expected to perform the following “management referrals, positive drug/alcohol testing, or as self-referrals”. Serve as a substance abuse professional, mediation services for disputes between Winnebago Tribal Employees, consultation to Tribal Administration and management job performance issues. Funding will be provided through the Winnebago Tribe of Nebraska’s Human Resources Department budget (IDC).

The following information shall be submitted in response to this request:

A. Qualifications:

Education background within Counseling field, years of service within counseling field.

B. Firm Experience:

A listing of previous EAP Services or previous Counseling services provided of the individual who will be assigned to the RFP. Experience with similar scope counseling services with any other Tribal Organizations.

C. Professional References:

Provide names and contact information for professional references.

D. Proposed Total Fee for professional services to be provided.

Statements of Proposals are expected by September 23, 2024

Include (3) three bound copies “RFP- Winnebago Tribe of Nebraska EAP Services” and (1) one electronic copy in PDF format via USB drive. If you have any questions please contact Tara Hernandez, Interim HR Manager @ 402-878-2272 Ext 2302 or email @ tara.hernandez@winnebagotribe.com

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