

# Questions for Prospective Providers of Administrator Services to ICP

- This form is to be completed by those applying to provide administrator services to ICP. **Please note that this is on an independent supplier/contractor (contract for services) basis.**
- Each section of the form must be completed.
- Final date for receipt of the completed form is 21<sup>st</sup> May 2014.
- Completed forms should be sent to **the Administrator** (email: [admin@psychotherapy-ireland.com](mailto:admin@psychotherapy-ireland.com)).

1. Further to your expression of interest to provide administrator services to ICP, please state if you are a <b>sole trader</b> , a <b>limited company</b> or a <b>member of a business partnership</b> .	
2. State the experience you have in the <b>provision of administration services</b> as an independent contractor.	
3. State <b>the minimum availability</b> you would have to offer ICP each working day.	
4. Would you be able to provide administrative services <b>between 10AM to 2PM</b> on each working day?	
5. Do you have a <b>reliable high speed broadband</b> service? Please give details.	
6. Do you have fully licensed <b>MS Office software (2010 edition or later)</b> ?	
7. Do you have a high quality <b>PC, Fax, scanner and colour printer</b> (please specify name/ models)?	
8. Are you willing to engage in continuing professional development as required?	
9. Do you have relevant and adequate insurance cover to provide the required administrator service?	
10. Do you have the relevant tax clearance documentation from the Revenue Commissioners?	
11. What date could you commence service provision if required?	
12. What would your fee expectation be? (please state hourly rate)	
13. Any other relevant information.	