



AGENDA ITEM REPORT

DATE: September 5, 2023
DEPARTMENT: Human Resources
REQUESTER: Angela Pruitt
TITLE: Award Contract for Employee Assistance Program Benefits

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP230006CJV, Employee Benefits – Employee Assistance Program (EAP), to Aetna Behavioral Health, LLC for the employee assistance program benefits contract, for an initial term of three (3) years, as approved in the departments' annual adopted budget.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, for up to three (3) additional one (1) year periods, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal(s).

II. ITEM SUMMARY

Awards a competitively solicited contract to the top ranked firm, Aetna Behavioral Health, LLC, for the employee assistance program (EAP) commencing on January 1, 2024. The initial contract is for three years with the option for three additional one-year renewals.

The new contract will include additional items such as online therapy services, estate guidance benefits, ID theft restoration services, integration with the current health plan, an enhanced first responder network and unlimited critical incidences.

The 2024 EAP rate is \$2.60 per member per month, with total anticipated expenditures for FY 23-24 in the amount of \$92,247. Total expenditures for FY 22-23 are estimated to be \$43,842.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
 On April 4, 2023 Procurement Management solicited proposals from qualified vendors to perform the scope and specifications of services for the County's employee assistance program (EAP). The advertised closing date for this Request for Proposals was May 4, 2023. On that date, Procurement Management opened the three proposals received. Proposals were then reviewed by two benefits consultant representatives from Aon, as well as five County evaluation committee members. The first evaluation meeting was held on May 31, 2023. At that time, committee members short-listed the three responsive and responsible providers, advancing them to a second evaluation meeting held on June 19, 2023, for the presentation and interview phase of the evaluation. At the conclusion of the final evaluation meeting, the committee members unanimously recommended awarding the employee assistance program contract to Aetna Behavior Health, LLC. The Notice of Intended Decision was posted on June 22, 2023. The protest period carried forward with no objection.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: 57700 Program: Project: Account Strings: KE5130257700.503190	

G)	Fund Type?	Other: General Liability Self Insurance
H)	Comments: The 2024 EAP rate is \$2.60 per member per month, with total anticipated expenditures for FY 23-24 in the amount of \$92,247.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

Effective 1/1/24

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Aetna EAP Agreement	8/15/2023	Contract
Aetna Signature Authorization	8/16/2023	Backup Material
090523R-C-21-Aetna EAP Service Agreement	9/22/2023	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Human Resources	Tucker, Mary	Approved	8/25/2023 - 9:28 AM
Human Resources	Pruitt, Angela	Approved	8/28/2023 - 10:18 AM
Budget Services	Henkel, Anne	Approved	8/28/2023 - 10:48 AM
Budget Services	Winton, Peter	Approved	8/28/2023 - 11:27 AM
County Attorney	Fraser, Andrea	Approved	8/28/2023 - 11:59 AM
County Manager	Harner, David	Approved	8/28/2023 - 2:48 PM