



AGENDA ITEM REPORT

DATE: November 20, 2018
DEPARTMENT: Human Resources
REQUESTER: Erin Hailstone
TITLE: Award Contract for Employee Benefits - Employee Assistance Program

I. MOTION REQUESTED

- A. Award Request for Proposal No. RFP180386LKD Employee Benefits - Employee Assistance Program, to ComPsych Employee Assistance Programs, Inc. to provide the employee assistance program for an initial period of one year, beginning January 1, 2019, as approved in the department's 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 negotiate renewals of the contract, including changes in price, for up to three additional one-year periods, and/or to extend the contract for up to six months, and to execute all associated documents, with County Administration approval, as approved in the department's annual adopted budget, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Award contract to ComPsych Employee Assistance Programs, Inc. for the employee assistance program for an initial term of one-year, beginning January 1, 2019, with the option to renew for three additional one-year periods, as approved in the department's annual adopted budget. Total expenditures for these services for Fiscal Year 2017 - 2018 were approximately \$51,135. New rate effective January 1, 2019 will be \$1.30 per employee per month (rate has not changed from 2018).

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

Human Resources submitted a request to Procurement Management to solicit proposals for the employee assistance program. On July 6, 2018, Procurement Management advertised Request for Proposal No. RFP180386LKD, Employee Benefits – Employee Assistance Program, and on the proposal deadline of August 14, 2018, Procurement received four proposals. All proposals submitted were considered by the Evaluation Committee on September 7, 2018. During the evaluation process, the Evaluation Committee considered criteria as listed in the solicitation: including cost consideration, qualifications of company, network access, relevant experience and references, plan administration and service capabilities and value added benefits and services. On the basis of the information submitted by the firms in their proposals, it was the consensus of the committee to recommend awarding the contract to ComPsych Employee Assistance Programs, Inc.

Total expenditures for these services for the Fiscal Year 2017 - 2018 were approximately \$51,135. New rate effective January 1, 2019 will be \$1.30 per employee per month (rate has not changed from 2018).

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

| | | |
|----|--|---------------|
| A) | Current year dollar amount of item: | \$51,840 |
| 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: Human Resources - OCC Nurse Program: Project: Account Strings: KE5130257700.503190 | |
| G) | Fund Type? | Other: Human Resources - OCC Nurse |
| H) | Comments: Expenditures will be as needed and within the department's annual approved, adopted budget. | |

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

Contract effective January 1, 2019

VII. FOLLOW UP

ATTACHMENTS:

| Description | Upload Date | Type |
|-----------------------------------|-------------|----------|
| Proposed Contract | 11/6/2018 | Contract |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-----------------|------------------|----------|----------------------|
| Human Resources | Turner, Nicole | Approved | 11/6/2018 - 2:26 PM |
| Human Resources | Hailstone, Erin | Approved | 11/7/2018 - 10:24 AM |
| Budget Services | Guttery, Angela | Approved | 11/7/2018 - 11:51 AM |
| Budget Services | Winton, Peter | Approved | 11/7/2018 - 1:18 PM |
| County Attorney | Lira, Louis C. | Approved | 11/8/2018 - 11:32 AM |
| County Manager | Brady, Christine | Approved | 11/13/2018 - 8:58 AM |