

## AGENDA ITEM REPORT

**DATE:** December 6, 2022  
**DEPARTMENT:** Human Resources  
**REQUESTER:** Erin Hailstone  
**TITLE:** Approve Contract Extension for Employee Benefits - Employee Assistance Program

### I. MOTION REQUESTED

- A) Approve a one-year contract extension for employee benefits-employee assistance program, from ComPsych Employee Assistance Programs, Inc., under Solicitation No. RFP180386LKD, through December 31, 2023.  
 B) Grant the County Manager or designee the authority to extend the contract, for one-year, and execute all associated documents, as approved in the departments' annual adopted budgets.

### II. ITEM SUMMARY

Approves a one-year extension for ComPsych Employee Assistance Programs, Inc., for the annual contract for employee benefits-employee assistance program through December 31, 2023. The extension is required to allow time to complete the competitive solicitation process. Total expenditures to provide these services during Fiscal Year 2021-2022 were approximately \$52,027.

### III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History  
 On November 20, 2018, the Board approved contract under Solicitation No. RFP180386LKD Employee Benefits – Employee Assistance Program. Contract was awarded to ComPsych Employee Assistance Program, Inc., for an initial term of one-year with an option to renew for three additional years. Board approval will allow a one-year extension to continue these services through December 31, 2023, allowing time to complete the competitive solicitation process.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

### IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$52,027
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:	

### V. RECOMMENDATION

Approve

### VI. TIMING/IMPLEMENTATION

Effective 1/1/2023

### VII. FOLLOW UP

**ATTACHMENTS:**

Description

EAP Extension

Upload Date

11/7/2022

Type

Cover Memo

**REVIEWERS:**

Department

Reviewer

Action

Date

Human Resources

Tucker, Mary

Approved

11/8/2022 - 8:42 AM

Human Resources

Hailstone, Erin

Approved

11/22/2022 - 10:24 AM

Budget Services

Guttery, Angela

Approved

11/22/2022 - 12:21 PM

Budget Services

Winton, Peter

Approved

11/22/2022 - 1:12 PM

County Attorney

Fraser, Andrea

Approved

11/22/2022 - 2:25 PM

County Manager

Harner, David

Approved

11/29/2022 - 11:46 AM