

AGENDA



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	47806	Agenda Number	32.
Meeting Date:	August 20, 2015			
Department:	Purchasing			
Subject				
<p>Authorize negotiation and execution of a 36-month contract with DEER OAKS EAP SERVICES, LLC, or one of the other qualified offerors to Request for Proposal No. JRD0305, to provide employee assistance program services in an amount not to exceed \$714,729, with three 12-month extension options in an amount not to exceed \$238,243 per extension option, for a total contract amount not to exceed \$1,429,458.</p>				
Amount and Source of Funding				
<p>Funding in the amount of \$178,682 is contingent upon adoption of the Fiscal Year 2015-2016 Operating Budget of the Human Resources Department. Funding for the remaining 27-months of the original contract period and extension options is contingent upon available funding in future budgets.</p>				
Fiscal Note				
<p>There is no unanticipated fiscal impact. A fiscal note is not required.</p>				
Purchasing Language:	Best evaluated proposal received.			
Prior Council Action:	█			
For More Information:	Sandy Wirtanen, Buyer II, 512-974-7711			
Boards and Commission Action:	█			
Related Items:	█			
MBE / WBE:	This contract will be awarded in compliance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.			

Additional Backup Information

The contract will provide an employee assistance program (EAP) to City employees, retirees, and eligible dependents. Services included in this contract are short-term counseling, employee and supervisor training, critical incident stress debriefings, mandatory substance abuse referral counseling, commercial driver's license alcohol and drug training, and Tobacco Cessation courses.

The evaluation panel, which included benefits personnel from the Human Resources Department, assessed the proposals based on company experience, personnel qualifications, responsiveness to scope of work, program design, number of network providers, acceptance of the City's contract terms and total cost. Deer Oaks has the lowest cost which is entirely paid by the City.

This request allows for the development of a contract with a qualified offeror that Council selects. If the City is unsuccessful in negotiating a satisfactory contract with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that Council may select another qualified offeror and authorize contract negotiations with this provider.

The current EAP contract expires on December 31, 2015; however, vendor selection and contract negotiation must be finalized before September 1, 2015, to allow the Human Resources Department enough time to develop materials for open enrollment, scheduled to begin in October 2015. If the City is unable to enter into a contract, the City will not be able to offer an EAP beginning January 1, 2016.

MBE/WBE solicited: 1/3

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. 106 notices were sent including one MBE and three WBEs. Two proposals were received with no response from the MBE/WBEs.

APPROVAL JUSTIFICATION

- a. Best evaluated proposal.
- b. The Purchasing Office recommends contract award consistent with the evaluation committee.
- c. Advertised in the Austin American Statesman and on the internet.