



Recommendation for Action

File #: 21-1856, **Agenda Item #:** 22.

5/20/2021

Posting Language

Authorize negotiation and execution of a multi-term contract with ComPsych Employee Assistance, Inc., or one of the other qualified offerers to Request for Proposals 5800 JTH3004, for counseling services, for up to four years for a total contract amount not to exceed \$960,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

Human Resources Department.

Fiscal Note

Funding in the amount of \$180,000 is available in the Fiscal Year 2020-2021 Operating Budget of the Human Resources Department. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Purchasing Office issued a Request for Proposals (RFP) 5800 JTH3004 for counseling services. The solicitation was issued on December 7, 2020 and it closed on January 7, 2021. Of the four offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134592)
<https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134592>.

For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Jim Howard, at 512-974-2031 or jim.howard@austintexas.gov <<mailto:jim.howard@austintexas.gov>>.

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 and referral counseling, commercial driver's license alcohol and drug training, and tobacco cessation courses.

An evaluation team with expertise in this area evaluated the offers and scored Compsych Employee Assistance, Inc. as the best to provide these services based on scope of work/general requirements, price, business organization, experience, and references, compliance to terms and conditions, local preference, and service-disabled veteran business enterprise.

This request allows for the development of a contract with a qualified offeror selected by Council. 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 another qualified offeror may be selected, authorizing new contract negotiations.

The current EAP contract expires on December 31, 2021. However, the vendor selection and contract must be finalized before September 1, 2021 to allow the Human Resources Department enough time to develop materials for open enrollment, scheduled to begin in October 1, 2021. If the contract is not approved, the City may not be able to offer an EAP beginning January 1, 2022.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	2 yrs.	\$480,000
Optional Extension 1	1 yr.	\$240,000
Optional Extension 2	1 yr.	\$240,000
TOTAL	4 yrs.	\$960,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.

Strategic Outcome(s):

Government That Works for All; Health and Environment.