



Monterey County

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Board Report

Legistar File Number: 16-040

January 26, 2016

Introduced: 1/7/2016

Current Status: Agenda Ready

Version: 1

Matter Type: General Agenda Item

Approve and authorize the Contracts/Purchasing Officer to execute a RENEWAL AND AMENDMENT NO.1 TO AGREEMENT #A-12330 with CONTRACTOR Charles Nechtem and Associates, Inc. (CNA), retroactive to November 1, 2015, for the continued provision of Employee Assistance Program (EAP) services, with no increase in cost, where the original Agreement expired October 31, 2015.

It is recommended that the Board of Supervisors take the following action:

Approve and authorize the Contracts/Purchasing Officer to execute a RENEWAL AND AMENDMENT NO.1 TO AGREEMENT #A-12330 with CONTRACTOR Charles Nechtem and Associates, Inc. (CNA), retroactive to November 1, 2015, for the continued provision of Employee Assistance Program (EAP) services, with no increase in cost, where the original Agreement expired October 31, 2015.

SUMMARY:

The Charles Nechtem and Associates contract, Agreement #A-12330, for Employee Assistance Program services expired October 31, 2015. Services have continued to be provided by Charles Nechtem and Associates, Inc. (CNA). By retroactively executing a renewal amendment the Human Resources Department will be able to continue to provide valuable Employee Assistance Program benefits to County employees under the same provisions as in the initial agreement and without a lapse in coverage.

DISCUSSION:

On November 1, 2012, as a result of the Request for Proposal #10309, Charles Nechtem and Associates entered into a contract with the County to provide Employee Assistance Program services to County Employees. The original agreement contained the option to extend for three (3) additional one (1) year periods in an amount not to exceed \$810,000 for the full term of the contract. The agreement expired October 31, 2015. Services have continued to be provided by Charles Nechtem and Associates, Inc. (CNA). A retroactive renewal amendment will ensure services continue with no lapse and will be applied against the first of three annual options to renew under the same terms and conditions as the original contract. Under this first renewal, valid from November 1, 2015 through December 31, 2016, there will be no change in the current rate of \$1.50 per employee per month or other costs. The current per employee rate is collected from departments based on their FTE. The funds collected go into Budget Unit #8415. Since the fees are based on actual employees, there are no other costs.

Additionally, future amendments will be signed by the Contracts and Purchasing Officer where the Amendments do not significantly change the scope of work or cause an increase in the Agreement per employee rates, or other costs, of more than ten percent (10%) per year of the original total contract amount of \$810,000.00.

OTHER AGENCY INVOLVEMENT:

Contracts/Purchasing, County Counsel, Risk Management and the Auditor's Office have reviewed and approved the contract submitted to the vendor for signature.

FINANCING:

Financing for this amendment is included in the approved FY 2015-16 budget. Revenues are provided through monthly departmental charges. No additional monies are necessary for this action.

Prepared by:

Approved by:

Konstanze Assaad
Program Manager

Manuel T. Gonzalez
Acting Director of Human Resources

Dated: January 7, 2016

Att:

Original contract with CNA - Agreement #1A-12330
Amendment #1