



## Legislation Details (With Board Report)

<b>File #:</b>	A 18-1159	<b>Name:</b>	Employee Assistance Program
<b>Type:</b>	General Agenda Item	<b>Status:</b>	General Government - Consent
<b>File created:</b>	11/26/2018	<b>In control:</b>	Board of Supervisors
<b>On agenda:</b>	12/4/2018	<b>Final action:</b>	

**Title:** a. Approve and authorize the Contracts and Purchasing Officer to sign an Agreement with FEI Behavioral Health, Inc., for the provision of an Employee Assistance Program for the County of Monterey per Request for Proposal (RFP) # 10692 with the initial term beginning January 1, 2019 through December 31, 2021, including the option to extend the Agreement for up to three (3) additional one (1)-year periods in an amount not to exceed \$920,000 for the term of the contract; and b. Authorize the Contracts and Purchasing Officer to sign future Amendments to the Agreement where the Amendments do not significantly change the scope of work or cause an increase in the rates of more than ten percent (10%).

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Standard Agreement, 3. Business Associate Agreement, 4. 46. Completed Board Order, 5. Fully Executed Agreement Between the County of Monterey and FEI Behavioral Health inc.

Date	Ver.	Action By	Action	Result
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a. Approve and authorize the Contracts and Purchasing Officer to sign an Agreement with FEI Behavioral Health, Inc., for the provision of an Employee Assistance Program for the County of Monterey per Request for Proposal (RFP) # 10692 with the initial term beginning January 1, 2019 through December 31, 2021, including the option to extend the Agreement for up to three (3) additional one (1)-year periods in an amount not to exceed \$920,000 for the term of the contract; and

b. Authorize the Contracts and Purchasing Officer to sign future Amendments to the Agreement where the Amendments do not significantly change the scope of work or cause an increase in the rates of more than ten percent (10%).

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts and Purchasing Officer to sign an Agreement with FEI Behavioral Health, Inc., for the provision of an Employee Assistance Program for the County of Monterey per Request for Proposal (RFP) # 10692 with the initial term beginning January 1, 2019 through December 31, 2021, including the option to extend the Agreement for up to three (3) additional one (1)-year periods in an amount not to exceed \$920,000 for the term of the contract; and
- b. Authorize the Contracts and Purchasing Officer to sign future Amendments to the Agreement where the Amendments do not significantly change the scope of work or cause an increase in the rates of more than ten percent (10%).

**SUMMARY/DISCUSSION:**

On behalf of the Human Resources Department, the Contracts/Purchasing Office released Request for Proposal (RFP) #10692 on August 23, 2018 for an Employee Assistance Program (EAP) provider for the County of Monterey, which includes but is not limited to management consultation, organizational training, online services, crisis intervention services, legal and financial consultation, stress management and work-life services

such as adoption, child care, elder care, dependent care, educational resources, transition to retirement, daily living/convenience and just-in-time care. FEI Behavioral Health, Inc., was determined to be most qualified proposer meeting the requirements as specified in the RFP. This proposer was scored the highest by the Selection Panel based on the evaluation criteria listed in the RFP. As a result, the Human Resources Department is recommending the approval of the Board to proceed with an Agreement for the provision of an Employee Assistance Program.

Upon approval of this action, the Agreement with the current EAP provider will be ended to coincide with the beginning date of the Agreement with FEI Behavioral Health, Inc., to ensure that the provision of assistance services to employees is not interrupted.

The EAP program provides services to all County employees (full-time, part-time, permanent, temporary, seasonal, paid interns, retired annuitants currently working, etc.) and their household members. As of October 29, 2018, the County had 4,798 full-time permanent employees and 395 temporary, seasonal, paid interns, limited term employees and retired receiving pay. Adding the temporaries (395) and the permanent employees (4,798) and allowing a 2% variance factor gives an estimate of 5,297 employees to be covered and the approximate annual cost for the EAP services of \$103,000. Fees for additional on-site services including training and critical incident responses are expected to be approximately \$50,000 per year. This contract is not to exceed \$920,000 for the term of the Agreement.

OTHER AGENCY INVOLVEMENT:

The Contracts/Purchasing Office coordinated the RFP, and the Health Department and Natividad Medical Center participated in the selection process of the new vendor. The offices of the County Counsel and Auditor-Controller have reviewed and approved the Agreement as to form and legality and fiscal provisions, respectively.

FINANCING:

The current contract is \$1.50 per employee per month (PEPM). The new contract will be at a cost of \$1.62 PEPM.

The costs associated with this Agreement are included in the Benefits Internal Services Fund budget. Revenues are provided through departmental charges on a per employee, per month basis. Financing for this Agreement is included in the approved FY 2018-19 at the current rate (\$1.50 PEPM); the difference between this rate and the rate under the new Agreement will be covered by the fund balance. Funding for future years will be budgeted at the appropriate rates.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The proposed recommended actions support the Board of Supervisors' Administration Strategic Initiative. The recommended actions will allow the County to continue providing an Employee Assistance Program, which supports the County's commitment to provide quality benefits to employees to meet the Board's strategic initiative by attracting, recruiting, and retaining a diverse and talented work force that supports the mission of the County of Monterey.

- Economic Development
- Administration
- Health & Human Services

Infrastructure  
 Public Safety

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Approved by: Irma Ramirez-Bough, Director of Human Resources, Ext. 5043

Attachments: Standard Agreement  
Business Associate Agreement