



**Purchasing Service Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 32
AGENDA DATE: Thu 09/02/2004
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SUBJECT: Authorize negotiation and execution of a 12-month service agreement with WORKERS ASSISTANCE PROGRAM, Austin, TX, for employee assistance program services in an amount not to exceed \$163,007, with two 12-month extension options in an amount not to exceed \$163,007 per extension option, for a total agreement amount not to exceed \$489,021.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$149,423 is included in the Fiscal Year 2004-2005 Proposed Operating Budget for the Employees Benefits Fund of the Human Resources Department. Funding for the remaining one month of the original contract period and extension options is contingent upon available funding in future budgets.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Purchasing **DIRECTOR'S**
DEPARTMENT: for Human Resources; **AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: Rosemary Ledesma, Senior Buyer, 974-2011.

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Best proposal of five proposals received.

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This service agreement is to provide City of Austin employees and their family members with an employee assistance program. The program will provide eligible persons counseling and/or referral services for a wide variety of personal problems. The services will include personal counseling, critical incident stress debriefings, supervisor training, programs on drug and alcohol awareness and educational seminars/training. The Contractor will provide licensed and/or certified clinicians to perform the services under the contract. On-call emergency clinician services will also be provided.

This program provides an important role in the support of the City by contributing to the health and well-being of the City's employees and the safety of the public. These services have been demonstrated to result in reductions in medical premiums and claims, absenteeism, employee termination/replacement, occupational injuries, disability benefits and supervisory/administrative "lost time", and help to improve productivity within the work force. The term of the contract will be from November 1, 2004 through October 31, 2005 for the original contract period. The extension options, if exercised, will extend the term through October 31, 2007.

Professional and managerial representatives from the Human Resources Department experienced and knowledgeable in this service industry evaluated the proposals. The evaluation panel recommended Workers Assistance Program based on their qualifications, knowledge, demonstrated experience, and reasonableness of cost proposed. Workers Assistance Program has 2 local offices, 173 affiliate offices in



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the greater Austin area and over 6900 affiliates nationwide to serve City employees and their dependents regardless of location. Workers Assistance Program has provided continuous service and leadership in the employee assistance program field for over 27 years.

MBE/WBE solicited: 4/4

MBE/WBE Bid: 0/0

**RFP NO. RL04300046
PRICE ANALYSIS**

- a. Adequate competition.
- b. Fifty-one notices were sent including four MBEs and four WBEs. Twenty-nine solicitations were issued including no MBEs/WBEs. Five proposals were received.
- c. References contacted for the recommended awardee were very satisfied with the performance of services provided by this vendor.

APPROVAL JUSTIFICATION

- a. Best evaluated proposal.
- b. The Human Resources Department concurs with the recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.