



Interoffice Memorandum

June 12, 2023

To: Mayor Jerry L. Demings
-AND-
County Commissioners

 From: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M, Manager II,
Procurement Division

Contact: Shreya Moolchandani, Compensation & Recruitment Administrator,
Human Resources Division
407-836-5833

Subject: Approval of Purchase Order M111360, Mental Health First Aid at
Work

ACTION REQUESTED:

Approval of Purchase Order M111360, Mental Health First Aid at Work, with National Council for Mental Wellbeing, in the not-to-exceed amount of \$349,700.

PROCUREMENT:

This purchase order provides 49 Mental Health General Awareness and four Essentials trainings that will provide a high-level introduction to workplace wellbeing and reinforce the principles of Mental Health First Aid to foster peer support and engagement. These trainings are expected to be provided between September 1, 2023 through August 31, 2026.

FUNDING:

Funding is available in account number 5896-019-8639-3197.

APPROVALS:

The Human Resource Department concurs with this recommendation.

REMARKS:

Staff has confirmed that National Council for Mental Wellbeing is the sole entity providing Mental Health First Aid at Work (manuals, curriculum products, ancillary products) in the United States. Additionally, they are the sole entity providing Mental Health First Aid Instructor Trainings in the United States and U.S. territories with the exception of Maryland and Missouri.

An average pricing structure was provided by the National Council for Mental Wellbeing comparing the number of trainings and average prices between their clients, included King County, WA, State of Illinois, Douglas County, NE and Rockdale County, GA. Price

reasonableness was established based on this pricing structure analysis.

We anticipate the 49 Mental Health General Awareness Training sessions will be offered in-person at IOC1, 450 E. South St. The trainings will be offered only to supervisors and managers. Each training has a standard four-hour curriculum designed for maximum class size of 30 participants.

The four Mental Health Essentials training sessions will be delivered live virtually in 60 to 90-minute sessions for groups up to 300 participants. These trainings will be made available to all Orange County Government employees.

These trainings are intended to help our employees recognize the signs and symptoms of mental health challenges. These trainings can also help bring awareness to the importance of mindfulness, mental wellbeing, and self-care. Overall, these trainings will help reduce the stigma surrounding mental illness and build resiliency within the workplace.