



Interoffice Memorandum

August 23, 2023

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

Handwritten signature of Carrie Mathes in blue ink.

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

CONTACT: Shreya Moolchandani, Section Manager, Human Resources Division
407-836-5833

SUBJECT: Approval of Amendment No. 3, Contract Y18-1103, Employee Assistance Program

ACTION REQUESTED:

Approval of Amendment No. 3, Contract Y18-1103, Employee Assistance Program, with ComPsych Corporation, in the amount of \$144,198, for a revised estimated annual contract amount of \$576,792.

PROCUREMENT:

This amendment extends the contract for the period of January 1, 2024, through December 31, 2024, while a procurement process is completed and adds associated funds for the extension period.

FUNDING:

Funding is available in account number 5510-025-0279-3197.

APPROVALS:

The Human Resources Division concurs with this request.

REMARKS:

On January 9, 2018, the Board authorized award of Y18-1103 to ComPsych Corporation, in the estimated contract amount of \$432,594 for a three-year term with further approval for the Procurement Division to renew the contract for two additional one-year terms.

Previous contract amendments are as follows:

- Amendment No. 1: Renewed the contract from January 1, 2023, through December 1, 2023.
- Amendment No. 2: Voided and replaced Amendment No. 1 in its entirety and renewed the contract from January 1, 2023, through December 1, 2023.