



## Interoffice Memorandum

August 17, 2018

To: Mayor Teresa Jacobs  
and the Board of County Commissioners

From: Carrie Mathes, Manager, Procurement Division

Contact: Patrick Peters, Benefits & Wellness Administrator, Human Resources  
Division  
(407) 836-5817

Subject: Consultant Selection, Request for Proposals Y18-1103-AH, Employee  
Assistance Program (EAP) Services

### RECOMMENDATION:

Selection of ComPsych Employee Assistance Program, Inc., to provide Employee Assistance Program (EAP) Services, Request for Proposals Y18-1103-AH. Further request authorization for the Procurement Division to negotiate and award a 3-year contract in the amount of \$432,594, renewable for two additional 1-year terms.

The proposals received were evaluated by the Procurement Committee on August 8, 2018. Commissioner Betsy VanderLey was assigned to this Procurement Committee.

### PURPOSE:

The purpose of the contract is to provide employee assistance services to county employees and their dependents. The EAP assists employees in recognizing and treating personal problems that are affecting or could potentially affect their work performance. Employees may seek assistance on their own or be referred by their supervisor. Services are confidential and address areas including, but not limited to, work issues, psychological and emotional problems, marital and family issues, anxiety and stress management, substance abuse, and financial and legal problems. This contract also provides employee assistance services to the County's participating agencies' eligible employees and their dependents (spouses, children, household members).

This contract interfaces with medical services for the purposes of wellness and comprehensive health management initiatives, including diabetes management, weight management, and cancer care management. The contract is inclusive of group, telephonic, video, one-to-one counseling, and individual employer site sessions, with telephonic customer service and urgent counseling functions being available 24 hours, 7 days a week. It also provides unlimited on-site intervention incidents that include mobilizing responders for same day on-site services, if needed.

**Y18-1103-AH, Employee Assistance Program**

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DISCUSSION:

Three proposals were received in response to this Request for Proposals. The Procurement Committee evaluated the proposals against the requirements of the solicitation. The proposal received from Kepro Acquisitions, Inc. was deemed non-responsive, as the firm failed to acknowledge receipt of all addenda posted for this project. The proposal received from Central Florida Recovery Centers, Inc. scored too low for Board consideration.

**EVALUATION SCORE SHEET**  
**RFP#: Y18-1103-AH, EMPLOYEE ASSISTANCE PROGRAM**

RFP#: Y18-1103-AH, EMPLOYEE ASSISTANCE PROGRAM	QUALIFICATIONS OF FIRM AND STAFF		ADMINISTRATIVE SERVICES		EMPLOYEE ASSISTANCE PROGRAM PROVIDER NETWORK		COST AND GUARANTEES		<b>TOTAL</b>
<b>WEIGHT</b>	<b>10</b>		<b>20</b>		<b>25</b>		<b>45</b>		
	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	
COMPSYCH EMPLOYEE ASSISTANCE PROGRAMS, INC.	4.00	40	5.00	100	5.00	125	4.00	180	445.00



**BUSINESS DEVELOPMENT DIVISION**

June 5, 2018

**TO:** Alina Fernandez, Purchasing Agent  
Procurement Division

**From:** Sheena Ferguson, Manager  
Business Development Division **A.A.**

**Subject:** Y18-1103- AH Employee Assistance Program

Business Development Division has reviewed the preliminary scopes of services received on Wednesday, May 30, 2018.

After reviewing this information, Business Development has determined there is no M/WBE availability for the above mentioned proposed scopes of services. There will be no M/WBE goal for this project.

If the scope of services for this project changes, let us know so we can check for M/WBE availability.