

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION

TO: Honorable Board of Supervisors

FROM: Jim Boggan, Purchasing Manager *JB*

DATE: February 9, 2010

SUBJECT: Approve the Renewal of Competitively Awarded Blanket Purchase Order No. 16336 with Concern EAP for the County's Annual Employee Assistance Program in the Maximum Amount of \$99,522.00

ACTION REQUESTED

Approve the renewal of competitively awarded Blanket Purchase Order (BPO) No. 16336 with Concern EAP of Mountain View, CA for the County's annual Employee Assistance Program (EAP) in the maximum amount of \$99,522.00, and authorize the Purchasing Manager to sign the resulting BPO.

BACKGROUND

The Personnel Department requires a qualified contractor to provide a complete, fully insured EAP for all eligible County employees and dependents. This program is administered by the Personnel Department. On November 25, 2008, your Board approved the award of competitive RFP No. 9835 with Concern EAP for the County's annual EAP, and authorized the Purchasing Manager to sign the resulting Contract and BPO in the maximum amount of \$99,522.00. As a result of this award, the County and Concern EAP entered into a BPO Contract. Renewals will be accomplished by renewing the BPO that implements the contract.

Concern EAP has agreed to renew for another year. Contract No. BP016636 indicates this agreement shall remain the same for the full five year term unless specifically modified by amendment.

FISCAL IMPACT

The resulting BPO with Concern EAP will total \$99,522.00 for the period of January 1, 2010 through December 31, 2010. Personnel's Fiscal Impact Statement is attached.

Attachment: Personnel Fiscal Impact Statement

cc: Ann Craig, Personnel
Sherry Smith, Personnel



**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Honorable Board of Supervisors

From: Ann Craig, Personnel Services Manager *AC*

Date: January 22, 2010

Subject: **Fiscal Impact Statement**
Placer County Employee Assistance Program: RQ050779 BPO

Sufficient funding has been budgeted in the amount of \$99,522.00 in the FY 2009-10 Employee Benefits budget.